

Student Internship Data Form: Interested students should fill out an Internship Data Form which is available at the vocational school or college.

Student Internship Data Form Instructions:

Please follow the instructions on the Student Internship Data Form in detail. A complete and accurate data form is necessary since it is the initial source used for determining your qualifications.

Resumes will not be accepted in lieu of completed Student Internship Data Forms but may be included for supplemental information.

Student Internship Data Forms will be processed after consultation with and receipt of information from the vocational school or college.

Student Internship Data Forms, resumes, transcripts, letters of reference and other information submitted will become property of the City and cannot be returned.

Please complete the Student's Waiver and Release of Liability located on the back of the Student Data Internship Form. Note: The application will be considered incomplete if all of the information is not completed and the waiver signed.

****These policies do not form an express or implied contract between the City of Augusta and any selected Intern candidate for the internship programs. These policies are subject to Commission approval and may be modified at any time.



AUGUSTA'S MISSION

To provide all it's citizens cost-effective, high quality government services and an environment which enhances the economic well-being and quality of life in the Augusta Metropolitan area.

CITY DEPARTMENTS

Mayor's and Administrator's Offices
911 Emergency Services
Animal Services
Augusta Regional & Daniel Field Airports
Board of Elections
City Law Department
Civil & Magistrate Court
Clerk of Commission
Coroner's Office
Disadvantaged Business Enterprises
Downtown Development
Emergency Management Agency
Engineering
Finance
Fire
Housing and Economic Development
Human Relations
Human Resources
Information Technology
License and Inspection
Marshal's Office
Neighborhood Enhancement
Planning and Zoning
Probate Court
Procurement
Public Services
Public Transit
ARC Correctional Institute (RCCI)
Parks and Recreation Department
Risk Management
Sheriff's Office
Solid Waste & Landfill
State Court Solicitor
Superior Court
Tax Assessor's
Utilities Department

Printed by Augusta's Print Shop

City of Augusta Student Internship Program

The City of Augusta is looking forward to receiving you as one of our interns. The experience gained by working with the City government will be invaluable and can assist you in making the right career choices.

Make the right choice now and fill out the Student Internship Data Form available at your vocational school or college.



For additional information
visit our website at
www.augustaga.gov

City of Augusta Student Internship Program

I. Purpose:

The purpose of the City of Augusta Student Internship Program is to provide vocational and college students an opportunity to obtain practical work experience in a public sector environment. The intent of this program is to expose the students to the inner workings of the municipal government and spark their interest in future career opportunities with the government.

II. Definition:

Student Intern is defined as a vocational or college student whose objective is the completion of an approved internship project. The internship project will consist of performing research, analytical or other entry level professional work. This project will be completed under the direction of a Department Head or designated municipal employee. This internship is for a limited period of time depending on the particular institution's academic calendar (semester/quarter).

III. Policy:

Interns shall work free of charge.

Interns are not eligible for vacation or sick leave.

Students must be enrolled in a degree program and registered for courses at the vocational school or college. College students may be enrolled at either the undergraduate or graduate level.

Student Responsibility:

Vocational students must have completed one year of course work to qualify as an intern.

Undergraduate students must have completed their freshman year to qualify as an intern.

Graduate students must have completed 15 credit hours to qualify as an intern.

Vocational students must have a 2.0 overall grade point average.

Graduate students must have a 3.0 overall grade point average.

Students must complete and submit a Student Internship Data Form to their academic institution.

Students must also submit an official vocational school or college transcript along with the internship documentation.

Students may not submit the Student Internship Data Form and transcript to the Human Resources Department directly.

Department Responsibility: The respective department shall make the determination that an intern is needed.

Steps in the Internship Process

Student contacts the academic institution regarding the need for an internship.

Institution notifies the Augusta Human Resources Department of the request and forwards completed Internship Data Form for action along with copy of the student's transcripts.

The Augusta Human Resources Department will notify the respective department regarding the intern's request.

Academic Institutions will provide students with the Internship Data Form.

The Augusta Human Resources Department's staff evaluates the Student Internship Data Form and refers eligible student to the requesting department for an interview.

All academic institutions will be notified of the status of internship requests via letter.

Interviews are set up and conducted by the requesting department.

